

S-E-C-R-E-T

~~CONFIDENTIAL~~

MEMORANDUM FOR: Director of Training

10 January 1957

25X1

FROM: Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #2

I. COMPLETED PROJECTS1. External Training for Dependents

Obtained a policy determination from the General Council regarding the expenditure of government funds for external training of dependent members of CIA employees. [redacted] stated that Public Law 110 was clear on the point that government funds could only be extended for the external training of employees; however, if there was an operational reason why dependents of employees should receive training at government expense, this could be done. In such cases, however, the dependent should first be placed under contract to the Agency. This was determined in order to satisfy a request made by [redacted] Administration Officer, WH Division, who was seeking language training for [redacted] and his wife in anticipation of [redacted] assignment as a station chief abroad.

25X1

25X1

25X1

25X1

2. SAIS Summer Program

At the request of DD/S a memorandum from DTR to DD/S was returned in order to adjust the request for funds in support of an SAIS summer program to the request received from [redacted]

25X1

3. Non-Agency Personnel Participation in OTR Courses Designed for CS

The CI Staff requested that the Clandestine Services be informed in advance if non-Agency personnel participated in OTR courses designed primarily for CS officers, so that the CS can ensure itself that officers who should not attend are withdrawn, and that all officers who can attend are appropriately briefed. The CS's attention was drawn to this matter as a result of two non-Agency officers who attended the recent Communist Party Organization and Operations course. It was agreed that should such non-Agency participation be approved in the future, the Registrar would inform the PPS who in turn would inform the CI Staff, the latter having the responsibility for appropriate action within the CS.

~~CONFIDENTIAL~~

S-E-C-R-E-T

~~S-E-C-R-E-T~~**II. NEW PROJECTS**

None

III. PROJECTS IN PROCESS**1. Revision of** []

25X1

Coordinated revised draft of [] with [] and agreed to submit sufficient copies to him for his coordination with DD/I, DD/P, DD/S and Regulation Control Staff prior to submission to CIA Career Council. The draft is essentially a policy statement relative to the implementation of Section 4, Public Law 110. Procedures will be announced in the OIR Bulletin and by other media.

25X1

2. Committee on Language Development

a. Action is being taken to put into effect conclusions reached at the second meeting of the Committee on 21 December. Agency form control and machine records specialists have studied the regulations in order to advise the Committee on the content of the Agency form which will be used by candidates for the Program. The form will provide for the self-evaluation of the individual's language proficiency, if any, and for the application of the individual as a participant in the Program as a candidate for a Maintenance or an Achievement award.

b. The definitions of the various levels of proficiency prepared by the C/LAS were recast in the first person for use in the self-evaluation portion of the form. These have now been returned to LAS and the A&E Staff for revision. The objectives of their effort will be to make these factors as objective as possible and reduce the possible error the individual might make in appraising his own language proficiency. To spot check the accuracy of this data, [] individuals who have recently completed the German Language Proficiency test will be asked to evaluate their own level of proficiency in speaking, writing and reading the language. Once the results of this effort are available, it will be possible to establish correlation between the proficiency test results and the self-evaluation form and to make necessary adjustments.

25X1

c. It is of great importance that the data included on the self-evaluation form must match the data produced from proficiency test results. By this means it will be possible to accomplish machine run

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

comparisons of self-evaluations with awardable proficiency levels.

d. In summary, the Committee will have available to the Council at its meeting on 24 January:

(1) A draft field notice which will establish the amount of award for three groups of languages arranged on the basis of the comparative difficulty of the language and equated against an estimate of the Agency's current need for the language.

(2) An Agency form which permits candidate to apply for entry into the Program and to record their self-evaluation of language proficiency.

(3) A draft notice which itemizes the languages by groups for award purposes.

Publication of these two notices, along with the Headquarters and field versions of the regulations and the notice already approved by the Council containing the Director's statement about the Program, will complete all the work required to inaugurate the Program on the date set by the Council. The next meeting of the Committee is scheduled for 1400 hours on 11 January.

3. Five Per Cent Training Policy

Presently under review are one job training course in the Office of Security, six job training courses in the Management Staff, six job training courses in FDD/OO and two job training courses in A&E/TR. A course consisting of attendance by OCR analysts at industrial expositions was disapproved.

4. Training Requirements

Revisions of forms completed.

5. OTR Regulation, "Publications"

First draft prepared.

6. A draft paper for DTR's signature is being coordinated with the Operations School. This paper deals with a review of the PP bloc of instruction and makes certain recommendations relative to resolving existing doctrinal gaps and the establishment of an advanced PP course which will attract senior FI as well as PP designees.

~~S-E-C-R-E-T~~

Page Denied